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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3771.1

Effective Date: May 07, 1999
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Subject: Grievance System (Revalidated w/Change 1 05/05/2006)

Responsible Office: Office of Human Capital Management

| [TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) |
[AppendixD](#) | [ALL](#) |

Appendix A: Definitions

1. Agency Activity -- any NASA Center, including Headquarters.
2. Days -- means calendar days unless otherwise specified.
3. Deciding Official -- a management official who is at a higher management level than the supervisor handling the informal grievance (unless the individual involved is the head of the Agency activity) and who was not involved in making or influencing a decision directly related to the subject at issue. When in the Administrator's Office, the Administrator may designate another official as the Deciding Official.
4. Fact Finder -- a person designated to investigate a grievance, make findings of fact, and write a report of investigation. A Fact Finder may not be subordinate to any official substantively involved in the matter being grieved unless that official is the head of the Agency activity concerned and has not been involved in making or influencing a decision regarding the matter(s) being grieved or the grievance itself. See Appendix B.
5. Grievance -- a request by an employee, or a group of employees acting as individuals, for personal relief in a matter of concern or dissatisfaction relating to the employee's employment that is subject to the control of NASA management and not excluded by paragraph 2.3.2 in chapter 2.
6. Grievance File -- a separate file containing any grievance-related documents (see paragraph 2.4.3.3.a. in chapter 2).
7. Management Representative -- a person designated by the Personnel Director to represent management.
8. Personal Relief -- a specific remedy personally benefiting the grievant(s). It may not include disciplinary or other action affecting another employee.
9. Human Resources Director -- the management official at a NASA Center or Headquarters who is responsible for the overall management of the human resources functions (e.g., Personnel Officer, Director of Human Resources, Director of Human Resources Management).

| [TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) |
[AppendixC](#) | [AppendixD](#) | [ALL](#) |

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